

List duly authorized representative who is responsible for operating and managing the property in the City: IF OWNER, WRITE SAME.

Name _____ D.O.B. _____ S.S.N. _____ TITLE _____

Residence Address _____

Home Telephone No. _____ Night Emergency No. _____

PROPERTY WAS PURCHASED (DATE) _____

5. **IDENTIFICATION NUMBERS** - Enter any of the following identification numbers which apply to your operation:

FEDERAL EMPLOYER I.D. NUMBER (number used to file federal income tax) _____

KENTUCKY ACCOUNT NUMBER (number used to file Kentucky income tax) _____

SOCIAL SECURITY NUMBER (if sole proprietor) _____

6. **PROPERTY INFORMATION**

To properly complete this section, please list the property address and the number and types of units in the space provided. If you have rental units in more than one property location, calculate each location separately. Use additional forms if necessary.

Property Address	Date of Purchase	Number of Units

7. **PAYROLL WITHHOLDING FEE**

Will you have employees working in Newport? Yes _____ No _____

The City of Newport also has a withholding fee of 2.5% of gross wages paid to employees while they are working within the city limits. It is the responsibility of the property owner to withhold these fees and submit them to the City on a quarterly basis. Forms will be provided. If you wish to have the withholding forms sent to an address other than that listed in Item No. 1, please indicate below:

Name _____

Address _____

8. **SUBCONTRACTORS**

Will you be employing Sub-Contractors/Independent Contractors? Yes _____ No _____

If you are employing sub-contractors for any work on your property, Finance Department regulations require that you submit the names, mailing addresses, and a contact person for each sub-contractor/independent contractor. No license can be issued to you until all sub-contractors/independent contractors are accounted for. Use form CN-5 to list information.

I hereby certify that all information and statements herein are true and correct. I further understand that acceptance of this form by the Finance Department does not constitute approval.

Signed X _____

Official Title _____ Date _____
(Owner, Partner, Member, Treasurer, Agent, etc.).

9. PROPERTY APPROVAL

All property locations must be inspected by the following city departments. No license can be issued until the properties have all the necessary approvals.

X _____ Date _____
Zoning Administrator (292-3637)

X _____ Date _____
Building Inspector (292-3637)

X _____ Date _____
Fire Inspector (292-3615)

ISSUANCE OF LICENSE IS:

Approved _____

Approved Conditionally (Condition Attached) _____

Denied (Notification to applicant attached) _____

Date this _____ day of _____, 20 _____

10. AMOUNT OF LICENSE FEE DUE

The amount of license fee you should pay is based on the month of the city fiscal year in which you started renting the property. The schedule of fees is as follows:

July 1 - June 30 = \$25.00 per unit
Aug 1 - June 30 = \$22.92 per unit
Sept 1 - June 30 = \$20.84 per unit
Oct 1 - June 30 = \$18.76 per unit
Nov 1 - June 30 = \$16.68 per unit
Dec 1 - June 30 = \$14.60 per unit
Jan 1 - June 30 = \$12.50 per unit

ANYTIME AFTER JANUARY 1, THE MINIMUM FEE IS \$12.50. NO LICENSE FEES ARE DUE UNTIL THE PROPERTY HAS RECEIVED DEPARTMENTAL APPROVAL.

The purpose of **FORM CN-25** is for the licensing of residential rental property that has **not** been inspected and approved by the Building, Zoning, and Fire Departments of the City of Newport and licensed in the present owner's name by the City's Finance Department.

Please complete all relevant sections of the form that apply to the owner's situation.

The approval of this form will require an inspection by the Newport Building and Zoning Departments regardless of the number of rental units in the property. Any residential rental property with three(3) or more rental units will also require an inspection by the Fire Department. The City's inspector assigned to the application will arrange these inspections. Please place on the application form a phone number where the owner can be reached during the hours of 8:00AM and 4:30PM Monday through Friday.

If you have your own residence in part of the property, only those units that are rented to other persons will have to be inspected and licensed. However, please indicate on the application form that you intend to use one of the units as your personal residence.

If the owner intends to increase the number of units in the property, approval of this expansion should be obtained from the City's Zoning Administrator (859-292-2666) prior to any work on the expansion being performed. Not all expansions are legal so it is better to check first.

If the owner wishes to file a **Renewal of an Occupational License for Residential Rental Property** that has already been approved by the Building, Zoning, and Fire Departments and licensed in the owners name by the City's Finance Department, please see **FORM CN-17**. Renewal of existing licenses are due by April 15 of every year.

If the property is rented or leased for a **Business Use** not a residential use, do not complete this form. Please see **FORM CN-18**.

If you wish to apply for an **Occupational License** to operate a business in the City, please go to **FORM CN-2**.